



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Pre-Scheduling Work Session

Description This work session will guide the school master scheduler through the activities that must be completed for creating the school master schedule for SY 2009/10. Pre-Scheduling / Scheduling Planning documents must be completed by each school principal reviewed and signed-off by the Director of Scheduling, Jerome DeMarchi, before the beginning of your school's Pre-Scheduling Work Session.

Targeted Audience School Master Scheduler and data entry.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Scheduling Work Session

Description **Required for all secondary schools who use courses and schedule their students. Principals are required to attend and should bring the school master scheduler (if the master scheduler is not the principal).** The work session will guide the principal and school master scheduler in building the school's master schedule for the SY 2009/2010 and progress through the scheduling of students. Completion of student course selections is required prior to this work session. This work session is very targeted and each session is scheduled for 3 half days from 2 to 6 PM to minimize your time away from your school.

Targeted Audience Principal, School Master Scheduler (not the principal) and optionally a third person.

Location 825, 5th Floor Computer Lab

Time Half Day 2 PM to 6 PM

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar April 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days			4/1	4/2	4/3
825 5th floor			STARS Overview AM		Open Workshop Call 724-2252 for Reservations
All Days	4/6	4/7	4/8	4/9	4/10
825 5th floor	Sr.. High Option Entry AM		Student Info Manager AM		Open Workshop Call 724-2252 for Reservations
	Open Workshop Call 724-2252 for Reservations				SYSTEM UPGRADE DC STARS unavailable after 3:00 PM
All Days	4/13	4/14	4/15	4/16	4/17
825 5th floor	SYSTEM UPGRADE DC STARS unavailable	SYSTEM UPGRADE COMPLETE DC STARS available 7:00 AM Open Workshop Call 724-2252 for Reservations		Holiday Emancipation Day	Open Workshop Call 724-2252 for Reservations
All Days	4/20	4/21	4/22	4/23	4/24
825 5th floor	Open Workshop Call 724-2252 for Reservations			Open Workshop Call 724-2252 for Reservations	
	DC CAS Spring Testing	DC CAS Spring Testing	DC CAS Spring Testing	DC CAS Spring Testing	DC CAS Spring Testing
All Days	4/27	4/28	4/29	4/30	
825 5th floor		Open Workshop Call 724-2252 for Reservations			
	DC CAS Spring Testing	DC CAS Spring Testing	DC CAS Spring Testing	DC CAS Spring Testing	

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Version Date: 04/3/09



STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar May 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days					5/1
825 5th floor					<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	5/4	5/5	5/6	5/7	5/8
825 5th floor			STARS Overview AM		
	Scheduling Work Session S1	Scheduling Work Session S1	Scheduling Work Session S1	Scheduling Work Session S2	Scheduling Work Session S2
All Days	5/11	5/12	5/13	5/14	5/15
825 5th floor			Student Info Manager AM		<i>Open Workshop Call 724-2252 for Reservations</i>
	Scheduling Work Session S2	Scheduling Work Session S3	Scheduling Work Session S3	Scheduling Work Session S3	
All Days	5/18	5/19	5/20	5/21	5/22
825 5th floor				<i>Open Workshop Call 724-2252 for Reservations</i>	
	Pre-Scheduling/ Scheduling Work Session C1	Pre-Scheduling/ Scheduling Work Session C1	Pre-Scheduling/ Scheduling Work Session C1		
All Days	5/25	5/26	5/27	5/28	5/29
825 5th floor					

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STARS
Student Tracking and Reporting System

Scheduling Work Sessions

May 4-6 from 2-6PM	May 7-11 from 2-6PM	May12-14 from 2-6PM	POSTPONED	POSTPONED	POSTPONED
S1	S2	S3	M1	M2	C2
Anacostia	Ballou	Banneker	Ronald Brown	Eliot	Browne
McKinley	Cardozo	Choice Secondary	Deal	Hardy	Francis
Spingarn	Columbia Heights	Coolidge	Jefferson	Hart	LaSalle
Wilson	Dunbar/Pre-Eng	Ellington	Johnson	Kelly Miller	Marshall
Woodson Academy	Eastern	Luke C Moore	MacFarland	Kramer	Oyster/Adams
Woodson/BFI	Young America Works	Roosevelt	Sousa	Shaw	Sharpe-Health
Options	Youth Engagement	School w/Walls	Stuart-Hobson		Takoma
					Walker-Jones
					Webb
					West
					Winston



Scheduling Work Sessions

POSTPONED	May 18-20 from 2-6PM				
C3	C1				
Brightwood	BSTAY				
Brookland	DC Detention				
Burroughs	RSTAY				
Emery	SSTAY				
Langdon	Youth Sevices Center				
Noyes	Twilight Academy				
Powell	Transition Academy				
Shaed					
Truesdell					
Whittier					



Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
 School Name: _____ School Code: _____
 DCPS Email: _____ Phone Number: _____
 Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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